

APPENDIX B: MEETING MINUTE TEMPLATE FOR ADVISORY COUNCIL/COALITION

PART 1: 30 MINUTES

1. Date and Location

2. **Attendance** - Be sure to collect an attendance roster.

3. **Update from Previous Meeting** (*will not be included in initial meeting*)

Policy/Practice Priority 1	<i>Write down what the issue or topic is.</i>
Advisory Council Responsibilities	<i>Identify what specific tasks the Advisory Council members were to complete prior to the current meeting. Identify additional tasks that are outstanding. Be sure to document individual names and anticipated completion dates.</i>
Coalition Responsibilities	<i>Identify what specific tasks the Coalition members were to complete prior to the current meeting. Identify additional tasks that are outstanding. Be sure to document individual names and anticipated completion dates.</i>
Outcomes Achieved	<i>Write down the results achieved to date due to the actions of the Advisory Council and Coalition.</i>
Barriers & Strategies	<i>Identify barriers encountered by both Advisory Council and Coalition members in completing their assigned tasks. Identify strategies for overcoming these barriers.</i>
Resolution	<i>Identify whether or not this issue has been resolved. If it has not yet been resolved, identify an anticipated date of resolution.</i>

**Repeat this table for every 'open' issue, that is, an issue that has not achieved resolution. Once a priority has been resolved, evidence should be documented in the minutes, then it no longer needs to be reflected in subsequent minutes, unless it should "fall out of resolution."

4. **New Priorities** - a brief brainstorming session is permitted here, but the facilitator should let no more than 3 priorities (new or recurring from previous meetings) be on the agenda at any time. Capture as many as the group offers, but consensus building strategies (e.g. nominal group process) may need to be employed to achieve this end.

PART 2 – ADVISORY COUNCIL: 1 HOUR

Action Plans for New Priorities

Policy/Practice Priority 1	<i>Write down what the issue or topic is.</i>
Advisory Council Responsibilities	<i>Identify what specific tasks the Advisory Council members can achieve to further the priority. Include specific individuals and deadlines.</i>
Coalition Responsibilities	<i>The Advisory Council should identify what Coalition members can do to further the priority. Include specific individuals and deadlines.</i>
DHEC Responsibilities	<i>The Advisory Council should identify what DHEC staff can do to further the priority. Include specific individuals and deadlines.</i>
Definition of Success	<i>The Advisory Council should identify what it means to successfully achieve resolution on the specific policy/practice priority</i>

**Repeat this table for every priority.

PART 2 – COALITION: 1 HOUR

Update on Workgroup Activities

Workgroup 1	<i>Identify the specific Coalition workgroup and its membership</i>
Activity 1 – <ul style="list-style-type: none"> How does it relate to the State Oral Health Plan? What progress has been made towards objective achievement? What remains to be completed? By When? By Whom? 	<i>Identify the activity or strategy and how it relates DIRECTLY to the State Oral Health Plan.</i> <i>Identify progress that has been made, as well as actual hard numbers in achieving the quantified, operational objective.</i> <i>Identify remaining tasks with details on the persons responsible and anticipated deadlines.</i> <i>In consideration of time, a written record of these minutes should be shared with the Advisory Council, as no time is allocated for reporting workgroup activities in the meeting.</i>

**Repeat this format for all activities and all workgroups.

MEETING MINUTE TEMPLATE FOR ADVISORY COUNCIL/COALITION
PART 3: 30 MINUTES

Action Plans for New Priorities – as modified by the group after discussion

Policy/Practice Priority 1	<i>Write down what the issue or topic is.</i>
Advisory Council Responsibilities	<i>Identify what specific tasks the Advisory Council members can achieve to further the priority. Include specific individuals and deadlines.</i>
Coalition Responsibilities	<i>The Advisory Council should identify what Coalition members can do to further the priority. Include specific individuals and deadlines.</i>
DHEC Responsibilities	<i>The Advisory Council should identify what DHEC staff can do to further the priority. Include specific individuals and deadlines.</i>
Definition of Success	<i>The Advisory Council should identify what it means to successfully achieve resolution on the specific policy/practice priority</i>

****Repeat this table for every priority.**